

## **ROUTINE RESPITE-Group (RP7) through the Self-Administration Service Option**

### **General Description:**

Routine Respite –Family Managed-Group (RP7) provides a quarter hour and daily group respite care to up to three individuals to give relief to, or during the absence of, the normal caregiver. RP7 is provided in the person's residence or other approved residential setting.

### **Limitations:**

The provision of RP7 in terms of duration and location will be based on the annual amount allocated by the DHS/DSPD's Region to the person or the person's family and pursuant to the person's or the person's family's preference. The Employee will serve up to three persons at a time. RP7 does not include payment for exceptional needs care.

RP7 does not include payment for room and board.

The RP7 service is only available as a Self-Administered Service.

### **Population Served:**

RP7 is for people who have mental retardation and related conditions (MR.RC), and adults age 18 and older with acquired brain injury (ABI), as defined in Utah Administrative Code, Rule R539-1 (<http://rules.utah.gov/publicat/code/r539/r539.htm>).

**Employer Qualifications:** Non-licensed Employers must be certified by DHS/DSPD as an authorized provider of services to persons with disabilities in accordance with Utah Code Section 62A-5-103.

<http://www.leg.state.ut.us/~code/TITLE62A/62A05.htm>

### **Employee Qualifications:**

RP7 Employees shall demonstrate competency in providing RP7 services, as determined by the Employer, in addition, all applicable education, and training shall be completed before performing any work for persons without supervision.

RP7 Employees shall be trained in the Staff Training Requirements as outlined in applicable General Requirements, Home and Community Based Waiver, rule, statute, and Contract and service specific training areas.

RP7 Employees shall pass a Bureau of Criminal Identification (BCI) background check through the DHS, Office of Licensing and have a record of the BCI results in the employee's record. <http://rules.utah.gov/publicat/code/r501/r501-14.htm>

RP7 employees shall be at least 16 years of age. However, employees providing transportation or those providing respite services during over-night hours, or during hours characteristically occupied by sleep shall be at least 18 years of age.

### **Specific Training Requirements:**

RP7 Employees shall receive training from the Employer that prepares them to complete the critical job functions for this service and orients them to the person being supported by this service. Employees shall complete and achieve competency in specific training areas one through eight within 30 days of employment or before working unsupervised with a person and nine through ten within six months of employment.

1. Medication competency:
  - a. Identification of common medications, their effects, purpose and side effects,
  - b. Identification of medications and medication side effects specific to the person,
  - c. Recording and documentation of self-administration of medications, and
  - d. Training on commonly used medications including the reason and circumstance for administration, dose, and scheduling.
2. Recognition of illness or symptoms of health deterioration specific to the person.

3. Dietary issues specific to the person.
4. Critical health care issues specific to the person.
5. Swallowing and eating difficulties specific to the person.
6. Principles of age appropriate community inclusion and natural support development specific to the person.
7. Preferences and non-negotiable routines specific to the person.
8. Significant functional limitations and disabling conditions specific to the person.
9. How to develop and support the person's preferred recreational and leisure activities.
10. Employees providing this service to persons with ABI shall demonstrate competence or awareness in the following areas:
  - a. Effects of brain injuries on behavior,
  - b. Transitioning from hospitals to community support programs including available resources,
  - c. Functional impact of brain changing,
  - d. Health and medication,
  - e. Role of the direct care staff relating to the treatment and rehabilitation process,
  - f. Treatment plan and behavioral supports, and
  - g. Awareness of the Family's perspective on the brain Injury.

**Direct Service Requirements:**

**Plan and Service Implementation**

The Employer shall participate in and comply with the requirements of the DHS/DSPD Person-Centered Planning Process in providing services.

The Employer implements the Individual Support Plan Action Plan (ISP/AP) and submits Monthly Summaries to DHS/DSPD.

As a member of the person's Team, the Employer is required to meet once a year to review the person's service/support requirements and to make adjustments as necessary based on the person's needs.

**Person's Funds**

The Employee shall not loan or give money to a person they support. A person shall not loan or give money to an Employee.

**Health and Safety Requirements**

Employees shall immediately contact the Employer to report the discovery of any prescribed medication error, including actual missed or suspected missed dosage, misadministration of medication, medication administered at the wrong time, or failure to follow laboratory survey schedule, and shall document the error on their timesheet.

The person shall have kitchen privileges and shall have access to food and ingredients. Employees assist persons in planning meals to meet basic nutritional standards, special diets, food preferences, customs, and appetites so the person may lead self-determined lives.

**Transportation**

IF RP7 Employees provide transportation, they must make certain that:

1. The person is not left unattended in the vehicle;
2. The person uses a seat belt and remains seated while the vehicle is in motion;

3. Keys are removed from the vehicle at all time when the driver is not in the driver's seat unless the driver is actively operating a lift on vehicles that require the keys to be in the ignition to operate the lift;
4. Any person in a wheelchair uses a seat belt, or locking mechanism to immobilize the wheelchair during travel;
5. The person is transported in a safety restraint seat when required by Utah State law;
6. Vehicles used for transporting persons have working door locks. Doors are locked at all times while the vehicle is moving; and,
7. The person arrives safely at the scheduled time and arranged destination and that no one is left alone along the way to or from supports even in emergency situations.

**Rate:**

RP7 includes a quarter hour and daily rate, and is provided assuming a ratio of one employee to groups of up to three individuals. The rate reflects the amount paid to the Employee *for each person* served in the group. RP7 does not include payment for room and board. RP7 does not include payment for exceptional needs care. RP7 day rate equals six hours or more of respite services.

Services rendered in the private residence of the RP7 Employee for a period of 6 hours or more (including overnight services) should be billed using the Routine Respite with Room and Board included-family managed (RP8) service code.

For overnight stays in the person's residence or an approved residential setting, a Employee may bill for the day the Employee came and not the day the Employee left if the Employee is there less than 6 hours on the day that they left. Hours less than six on the day of departure shall be billed using the hourly rate.. The person must have a full six hours stay to qualify for a daily rate, i.e. five hours = quarter hour rate, six hours or more = daily rate, 24 hours overnight = one daily rate, 25 hours = one daily rate and four quarter hours, 30 hours = two days of daily rate.

The Employee is not responsible for providing the persons' personal belongings (clothing, personal hygiene products) and medicine must be provided for and accompany the person.